

## **ENTERPRISE FUNDS**

This section contains the budgets for three of the City's Enterprise Funds. Two other enterprise funds for electric and water are in the Burbank Water and Power section. These funds are used to account for operations financed and operated in a manner similar to a private business enterprise.

### **The funds in this section include:**

Water Reclamation & Sewer Fund	Fund 494
Golf Fund	Fund 495
Refuse Collection & Disposal Fund	Fund 498

# Water Reclamation & Sewer Fund

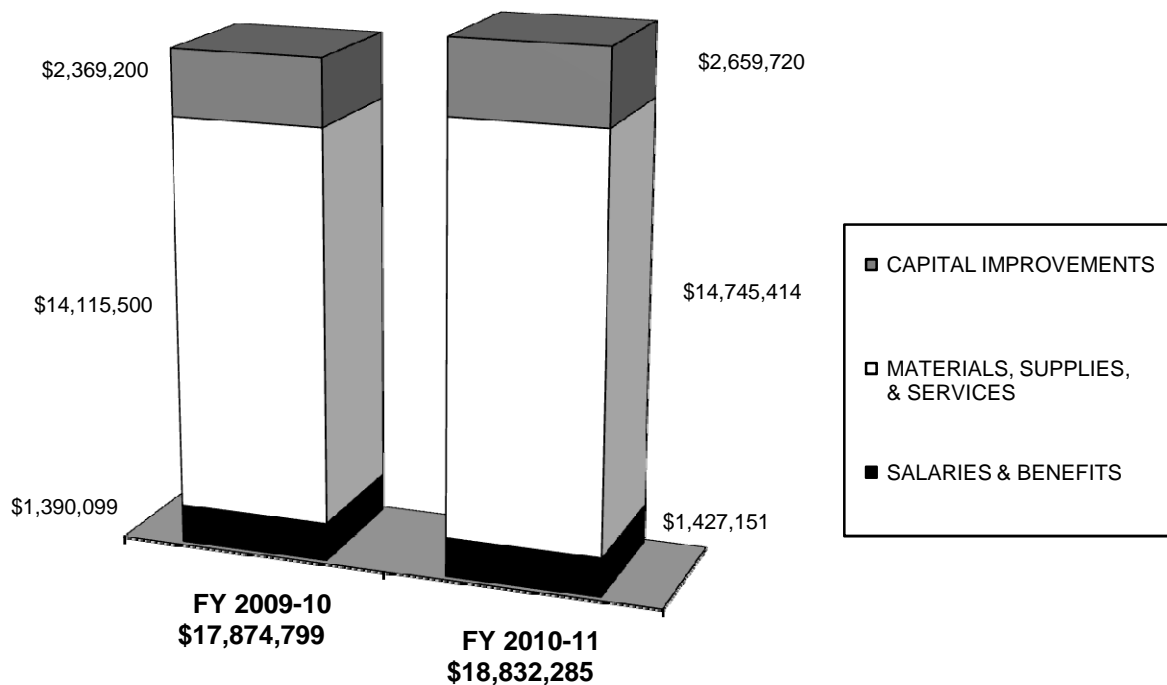
## Fund 494

The City's Water Reclamation Plant and Sewer System are run as a separate enterprise, funded exclusively by sewer connection fees and monthly charges. General Fund revenues are not used to support this fund's operations, which is administered by the Public Works Department.

### FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	11.000	12.000	12.200	0.200
Salaries & Benefits	\$ 1,263,670	\$ 1,390,099	\$ 1,427,151	\$ 37,052
Materials, Supplies, Services	12,322,496	14,115,500	14,745,414	629,914
Capital Improvements	9,330,019	2,369,200	2,659,720	290,520
<b>TOTAL</b>	<b>\$ 22,916,185</b>	<b>\$ 17,874,799</b>	<b>\$ 18,832,285</b>	<b>\$ 957,486</b>

## WATER RECLAMATION & SEWER FUND 494 SUMMARY



# Water Reclamation & Sewer Fund

## Operations Program

The Water Reclamation and Sewer Fund Operations Program is comprised of three sections: Engineering & Design, Industrial Waste Permitting & Inspection, and Plant Operations & Maintenance. Operation and maintenance of the City's Water Reclamation Plant, Industrial Waste Monitoring, and some aspects of enforcement are all provided by outside professional services.

Other program functions include issuing sewer permits, collecting and updating sewer fees, preparing reports and studies relating to the City's Sewer Master Plan and infrastructure needs, and coordinating related administrative activities with the City of Los Angeles, state and federal regulating agencies.

### PROGRAM SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	4.000	4.000	4.200	0.200
<b>Salaries &amp; Benefits</b>	\$ 514,941	\$ 570,731	\$ 577,710	\$ 6,979
<b>Materials, Supplies, Services</b>	11,977,926	13,665,593	14,119,849	454,256
<b>Capital Improvements</b>	9,125,124	2,349,200	2,309,720	(39,480)
<b>TOTAL</b>	<u>\$ 21,617,991</u>	<u>\$ 16,585,524</u>	<u>\$ 17,007,279</u>	<u>\$ 421,755</u>

# Water Reclamation & Sewer Fund

## Engineering & Design Section

494PW23A

The Engineering & Design section provides for present and future needs of the community related to the collection, treatment, and disposal of residential, commercial, and industrial wastewater in compliance with federal, state, and local regulatory agencies; coordinates with other City agencies and organizations for wastewater management; and organizes, plans, and performs all administrative, operational, and maintenance functions for wastewater related facilities and capital improvement projects.

### OBJECTIVES

- Administer operation and maintenance contract for the City's Water Reclamation Plant and associated facilities.
- Coordinate with other City departments on projects related to sewage collection, treatment, and disposal.
- Coordinate with City of Los Angeles for all activities related to contracts between Burbank and L.A. for treatment and disposal of wastewater and waste sludge to the L.A. Wastewater Treatment System.
- Coordinate with U.S. Environmental Protection Agency (EPA), Regional Water Quality Control Board, and South Coast Air Quality Management District for regulations pertaining to the Burbank Water Reclamation Plant.
- Plan, design, and execute capital improvement projects for present and future wastewater management facility needs.
- Perform all tasks related to establishment and implementation of sewer service and facilities charges.

### BUDGET HIGHLIGHTS

This section provides for professional services to meet U.S. EPA or Water Quality Control Board regulations relating to water quality discharge requirements.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

Direct charges reimburse the General Fund's Salary and Benefit costs of the Water Reclamation & Sewer Fund's portion of the City Engineer position, portions of an Administrative Officer in Public Works, an Administrative Analyst II in Management Services, and 80 percent of one Information Systems Analyst III position.

### SECTION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	1.900	1.900	2.100	0.200
<b>Salaries &amp; Benefits</b>	\$ 239,488	\$ 253,961	\$ 269,873	\$ 15,912
<b>Materials, Supplies, Services</b>	1,698,742	923,876	1,661,189	737,313
<b>TOTAL</b>	<u>\$ 1,938,230</u>	<u>\$ 1,177,837</u>	<u>\$ 1,931,062</u>	<u>\$ 753,225</u>

# Water Reclamation & Sewer Fund

## Industrial Waste Permitting & Inspection Section

### 494PW23B

The Industrial Waste Permitting & Inspection section provides industrial/commercial waste management to fully comply with federal, state, and local regulations.

#### **OBJECTIVES**

- Develop and enforce the local pretreatment program and enforcement regulations in full conformance with the U.S. EPA, California Regional Water Quality Control Board, State Water Resources Control Board, and other local agency regulations.
- Coordinate with appropriate federal, state, and local agencies in regard to industrial/commercial wastewater management.
- Administer the contract for field activities of the local pretreatment program/enforcement.
- Plan, develop, and execute industrial waste capital improvement projects.
- Administer and enforce the City's Stormwater Management Plan.

#### **BUDGET HIGHLIGHTS**

The Private Contractual Services account provides for the contract operation of the Industrial Pretreatment Program, outside laboratory services and funding for the Stormwater Management Plan to comply with the National Pollution Discharge Elimination System (NPDES) permit. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information on services provided.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

#### **SECTION SUMMARY**

	<b>EXPENDITURES 2008-09</b>	<b>BUDGET 2009-10</b>	<b>BUDGET 2010-11</b>	<b>CHANGE FROM PRIOR YEAR</b>
<b>Staff Years</b>	1.250	1.250	1.250	
<b>Salaries &amp; Benefits</b>	\$ 153,194	\$ 175,837	\$ 174,676	\$ (1,161)
<b>Materials, Supplies, Services</b>	1,486,716	1,587,129	1,584,317	(2,812)
<b>TOTAL</b>	<b>\$ 1,639,910</b>	<b>\$ 1,762,966</b>	<b>\$ 1,758,993</b>	<b>\$ (3,973)</b>

# Water Reclamation & Sewer Fund

## Plant Operations & Maintenance Section

494PW23C

The Plant Operations and Maintenance section provides the treatment and disposal of residential, commercial, and industrial wastewater generated in the City, and protects the receiving water quality.

### OBJECTIVES

- Treat approximately 9 million gallons per day of industrial, commercial, and residential wastewater at the City's Water Reclamation Plant.
- Treat approximately 3 million gallons per day of wastewater and sludge at the City of L.A. Hyperion Treatment Plant.
- Oversee contract operation of the City's Water Reclamation Plant.
- Coordinate with U.S. EPA, State Water Resources Control Board, and California Regional Water Quality Control Board relative to obtaining necessary permits, reporting requirements, etc.
- Evaluate, plan, design, and execute capital improvement projects needed to meet the NPDES permit requirements, etc.

### BUDGET HIGHLIGHTS

The Governmental Services account funds the City's share for sewage treatment and disposal to the City of Los Angeles Wastewater Treatment System per a contract agreement. The appropriation is based on City of Los Angeles projections.

The BWP Billing Service account pays for the cost of billing service charges. BWP bills and collects revenues from all sewer customers for the Public Works Department.

This section reimburses the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

### SECTION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	0.850	0.850	0.850	
Salaries & Benefits	\$ 122,259	\$ 140,933	\$ 133,161	\$ (7,772)
Materials, Supplies, Services	8,792,468	11,154,588	10,874,343	(280,245)
Capital Improvements	9,125,124	2,349,200	2,309,720	(39,480)
<b>TOTAL</b>	<b>\$ 18,039,851</b>	<b>\$ 13,644,721</b>	<b>\$ 13,317,224</b>	<b>\$ (327,497)</b>

# Water Reclamation & Sewer Fund

## Sewer Maintenance Section

494PW23D

The Sewer Maintenance section video inspects and cleans the City's sewer system.

### OBJECTIVES

- Clean 230 miles of the City sewer system.
- Respond to all reported sewer stoppages.
- Check and clean the Mariposa pumphouse twice a month.
- Check and clean various trouble areas, siphons, manholes, restaurants, and mainlines with root problems on a monthly basis.
- Repair and remodel manholes and construct and repair sewer and drainage lines.
- Check seven stormwater pump houses before storms for operational readiness.
- Video inspect main sewer line for damage assessment.

### BUDGET HIGHLIGHTS

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

### SECTION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
<b>Staff Years</b>	7.000	8.000	8.000	
<b>Salaries &amp; Benefits</b>	\$ 748,729	\$ 819,368	\$ 849,441	\$ 30,073
<b>Materials, Supplies, Services</b>	344,570	449,907	625,565	175,658
<b>Capital Improvements</b>	204,895	20,000	350,000	330,000
<b>TOTAL</b>	<u>\$ 1,298,194</u>	<u>\$ 1,289,275</u>	<u>\$ 1,825,006</u>	<u>\$ 535,731</u>

# Water Reclamation & Sewer Fund

## Operations Program - Engineering & Design Section

### 494PW23A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		1.900	1.900	2.100	0.200
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 179,375	\$ 184,938	\$ 196,788	\$ 11,850
60006	Overtime		3,191	3,191	
60012	Fringe Benefits	58,722	65,832	69,894	4,062
60031	Payroll Adjustment	1,391			
		<b>239,488</b>	<b>253,961</b>	<b>269,873</b>	<b>15,912</b>
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	139,140	\$ 495,000	\$ 412,000	\$ (83,000)
62140	Special Services	6,897	3,000	3,000	
62220	Insurance	118,534	132,531	148,978	16,447
62235	Services of Other Dept - Indirect	110,136	173,134	148,467	(24,667)
62240	Services of Other Dept - Direct	63,691	63,966	63,457	(509)
62300	Special Departmental Supplies	751	1,200	1,200	
62420	Books & Periodicals	22	200	200	
62475	F532 Vehicle Equipment Rental		17,936	17,307	(629)
62485	F535 Comm Equip Rental	23,796	19,814	19,814	
62496	F537 Computer Equip Rental	11,131	10,795	11,421	626
62755	Training	2,372	5,500	5,500	
62895	Miscellaneous	448	800	800	
63005	Depreciation - Building	1,219,824		827,045	827,045
63010	Depreciation - Infrastructure	2,000		2,000	2,000
		<b>1,698,742</b>	<b>923,876</b>	<b>1,661,189</b>	<b>737,313</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,938,230</b>	<b>\$ 1,177,837</b>	<b>\$ 1,931,062</b>	<b>\$ 753,225</b>



# Water Reclamation & Sewer Fund

## Operations Program - Industrial Waste & Inspection Section

### 494PW23B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		1.250	1.250	1.250	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 113,484	\$ 129,904	\$ 130,162	\$ 258
60012	Fringe Benefits	38,152	45,933	44,514	(1,419)
60031	Payroll Adjustment	1,558			
		<b>153,194</b>	<b>175,837</b>	<b>174,676</b>	<b>(1,161)</b>
MATERIALS, SUPPLIES, SERVICES					
62085	Other Professional Services	\$ 733	\$ 26,000	\$ 36,000	\$ 10,000
62170	Private Contractual Services	1,394,932	1,439,785	1,425,736	(14,049)
62235	Services of Other Dept - Indirect	50,065	54,163	52,438	(1,725)
62420	Books & Periodicals		1,000	1,000	
62435	General Equip Maint & Repair	20,219	42,150	45,500	3,350
62700	Memberships & Dues	20,709	22,515	22,515	
62755	Training		575	575	
62895	Miscellaneous	58	200	200	
62496	F537 Computer Equip Rental		741	353	(388)
		<b>1,486,716</b>	<b>1,587,129</b>	<b>1,584,317</b>	<b>(2,812)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,639,910</b>	<b>\$ 1,762,966</b>	<b>\$ 1,758,993</b>	<b>\$ (3,973)</b>

# Water Reclamation & Sewer Fund

## Operations Program - Plant Operations & Maintenance Section

### 494PW23C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		0.850	0.850	0.850	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 88,067	\$ 105,515	\$ 100,148	\$ (5,367)
60012	Fringe Benefits	32,519	35,418	33,013	(2,405)
60031	Payroll Adjustment	1,673			
		<b>122,259</b>	<b>140,933</b>	<b>133,161</b>	<b>(7,772)</b>
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 769,787	\$ 840,000	\$ 860,000	\$ 20,000
62085	Other Professional Services	100	200,000	200,000	
62135	Governmental Services	1,236,538	3,062,800	2,594,160	(468,640)
62170	Private Contractual Services	2,366,002	2,410,695	2,539,160	128,465
62230	BWP Billing Service	679,728	872,801	835,014	(37,787)
62235	Services of Other Dept - Indirect	217,080	184,882	226,193	41,311
62316	Software & Hardware	8,688	12,000	12,000	
62415.0000	Uncollectible Receivables	388			
62420	Books & Periodicals		150	150	
62435	General Equip Maint & Repair	125,894	121,274	150,800	29,526
62475	F532 Vehicle Equipment Rental		35,912	36,102	190
62496	F537 Computer Equip Rental		2,751	1,234	(1,517)
62735	Emissions & Permit Fees	55,135	90,000	90,000	
62755	Training		395	395	
62820	Bond Interest & Redemption	781,026	782,878	782,878	
62825	Bond Issuance Costs	17,963	69,600	69,600	
62830	Bank Service Charges	1,800	13,814	13,814	
62895	Miscellaneous		150	150	
63000	Deprec. Exp - Land Imprvmnts	315,724	312,252	315,724	3,472
63005	Depreciation Expense - Bldg.	581,648	541,850	541,850	
63010	Depreciation - Infrastructure	326,520	293,489	294,337	848
63015	Deprec. Exp - Mach & Eqmt	5,550	4,499	11,169	6,670
63020	Deprec. Exp - Other Facilities	1,284,011	1,286,794	1,284,011	(2,783)
63025	Deprec. Exp - Other Util Assets	15,602	15,602	15,602	
63045	Deprec. Exp - Other Non-Utility	3,284			
		<b>8,792,468</b>	<b>11,154,588</b>	<b>10,874,343</b>	<b>(280,245)</b>
CAPITAL IMPROVEMENTS					
15022.15734	Seismic Retrofit-Water Rec Plant	\$ 719,522			
15032.19260	Sanitary Sewer Rep. & Upgrades	3,478			
15042.13650	Sanitary Sewer Rep. & Upgrades		900,000	900,000	
15042.14293	Water Rec Plant Oper Impvmts		246,000	279,800	33,800
15042.15722	Equalization Basin Project	7,913,852			
15052.15210	Hyperion Capital Construction	488,272	1,203,200	1,129,920	(73,280)
		<b>9,125,124</b>	<b>2,349,200</b>	<b>2,309,720</b>	<b>(39,480)</b>
<b>PROGRAM TOTAL</b>		<b>\$ 18,039,851</b>	<b>\$13,644,721</b>	<b>\$13,317,224</b>	<b>\$ (327,497)</b>

# Water Reclamation & Sewer Fund

## Sewer Maintenance Program

### 494PW23D

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		7.000	8.000	8.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 469,342	\$ 496,831	\$ 515,473	\$ 18,642
60006	Overtime	21,560	32,261	32,261	
60012	Fringe Benefits	256,170	290,276	301,707	11,431
60015	Wellness Program	496			
60031	Payroll Adjustment	1,161			
		<b>748,729</b>	<b>819,368</b>	<b>849,441</b>	<b>30,073</b>
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 32,075	\$ 34,000	\$ 34,000	
62135	Governmental Services	2,641			
62170	Private Contractual Services	5,570	42,000	167,000	125,000
62235	Services of Other Dept - Indirect	136,762	216,702	259,031	42,329
62300	Special Departmental Supplies	3,763	22,000	22,000	
62380	Chemicals	1,625	10,625	10,625	
62435	General Equip Maint & Repair	54,738	41,238	41,238	
62475	F532 Vehicle Equipment Rental	86,474	38,090	49,750	11,660
62485	F535 Comm Equip Rental	5,681	4,695	4,695	
62496	F537 Computer Equip Rental	2,514	2,955	2,686	(269)
62700	Memberships & Dues	1,217	1,400	1,400	
62755	Training	4,300	4,300	4,300	
63010	Depreciation - Infrastructure		3,062		(3,062)
63035	Depreciation Expense - Vehicle	7,210	28,840	28,840	
		<b>344,570</b>	<b>449,907</b>	<b>625,565</b>	<b>175,658</b>
CAPITAL IMPROVEMENTS					
15042.16716	Trash Excluders	\$ 204,895		\$ 250,000	\$ 250,000
15042.17533	Repair of Pump Stations			80,000	80,000
15122.13647	Sewer Manhole Adjustment		20,000	20,000	
		<b>204,895</b>	<b>20,000</b>	<b>350,000</b>	<b>330,000</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,298,194</b>	<b>\$ 1,289,275</b>	<b>\$ 1,825,006</b>	<b>\$ 535,731</b>

***WATER REC & SEWER - OPERATIONS***  
**AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
ASST PW DIR - WASTEWTR	1.000	1.000	1.000	
SR CIVIL ENGINEER	1.000	1.000	1.000	
SANT CIVIL ENGR ASSOC	1.000	1.000	1.000	
CIVIL ENGR ASSISTANT	1.000	1.000	1.000	
TOTAL FULL TIME	4.000	4.000	4.000	
Part Time				
PRINCIPAL CLERK			0.100	0.100
SR CLERK			0.100	0.100
TOTAL PART TIME			0.200	0.200
		*	*	*
<b>TOTAL STAFF YEARS</b>	4.000 (4)	4.000 (4)	4.200 (4)	0.200

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

***WATER REC & SEWER - MAINTENANCE***  
**AUTHORIZED POSITIONS**

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
PUBLIC WORKS SUPV	1.000	1.000	1.000	
COLLECTION SYS LDWORKER	1.000	1.000	1.000	
COLLECTION SYS JOURNEYMN	3.000	3.000	3.000	
SKILLED WORKER	3.000	3.000	3.000	
TOTAL FULL TIME	8.000	8.000	8.000	
		*	*	*
<b>TOTAL STAFF YEARS</b>	8.000 (8)	8.000 (8)	8.000 (8)	

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

# Golf Fund

## Fund 495

### DESCRIPTION

The City of Burbank, under the supervision of the Park, Recreation and Community Services Department, owns and operates the DeBell Golf Course facility which consists of an 18 hole course; a 9 hole course; 3 par course; a driving range; and, a clubhouse. The maintenance and operational costs of the DeBell Golf Course, as well as the financial support for all capital improvement projects related to this facility, are completely funded by golf fees.

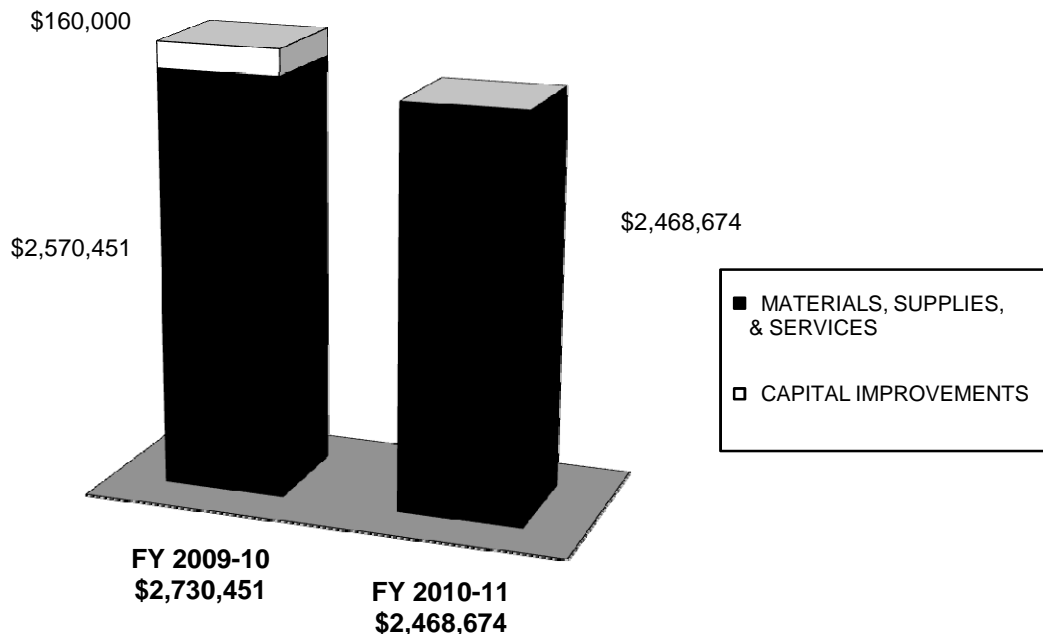
### OBJECTIVES

- Provide the community with an aesthetic, challenging, and well maintained public golf complex.
- Complete the golf course capital improvement projects as defined in the Capital Improvement Program (CIP) document.
- In conjunction with the Park, Recreation and Community Services Board, continue to evaluate the existing fee structure for the DeBell Golf Course.

### FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Materials, Supplies, Services	\$ 2,514,717	\$ 2,570,451	\$ 2,468,674	\$ (101,777)
Capital Improvements	362,196	160,000		(160,000)
<b>TOTAL</b>	<b>\$ 2,876,913</b>	<b>\$ 2,730,451</b>	<b>\$ 2,468,674</b>	<b>\$ (261,777)</b>

## GOLF FUND 495 SUMMARY



# Golf Fund

495PR27A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 372,249	\$ 286,559	\$ 286,559	
62085	Other Professional Services	564,964	660,000	660,000	
62170	Private Contractual Services	328,869	406,000	406,000	
62215	Insurance Supplement	14,570	16,740	16,740	
62220	Insurance	17,614	19,694	22,138	2,444
62235	Services of Other Dept-Indirect	473,379	556,123	463,648	(92,475)
62240	Services of Other Dept - Direct	19,616	21,824	21,308	(516)
62300	Special Departmental Supplies	178,425	6,901	6,901	
62310	Office Supplies	4,487	5,187	5,187	
62440	Office Equip Maint & Repairs	2,186	2,000	2,000	
62450	Build Grounds Maint & Repairs	43,522	27,000	27,000	
62470	F533 Office Equipment Rental	563			
62496	F537 Computer Equip Rental		331	331	
62515	General Information		800	800	
62525	Photography		100	100	
62815	Note Interest Expense	84,938			
62895	Miscellaneous	12,606	10,100	10,100	
63000	Depreciation Expense - Land	64,911	14,831	114,991	100,160
63005	Depreciation - Building	255,851	512,544	397,142	(115,402)
63010	Depreciation - Infr	3,192	3,192	3,192	
63015	Depreciation - Mach	14,153	2,293	24,537	22,244
63040	Depreciation - Comp	19,890	18,232		(18,232)
67999.1364	Capital	38,732			
		<b>2,514,717</b>	<b>2,570,451</b>	<b>2,468,674</b>	<b>(101,777)</b>
CAPITAL IMPROVEMENTS					
15012.19051	Driving Range Irrig. Improvements		\$ 35,000		\$ (35,000)
15012.19052	Driving Range Imp. - Holes 5&6		50,000		(50,000)
15012.17845	Renovations to Tee Boxes	35,839	75,000		(75,000)
15022.13635	Debell Clubhouse	182,607			
70002	Street Improvements	143,750			
		<b>362,196</b>	<b>160,000</b>		<b>(160,000)</b>
<b>TOTAL</b>		<b>\$ 2,876,913</b>	<b>\$ 2,730,451</b>	<b>\$ 2,468,674</b>	<b>\$ (261,777)</b>

# Refuse Collection & Disposal Fund

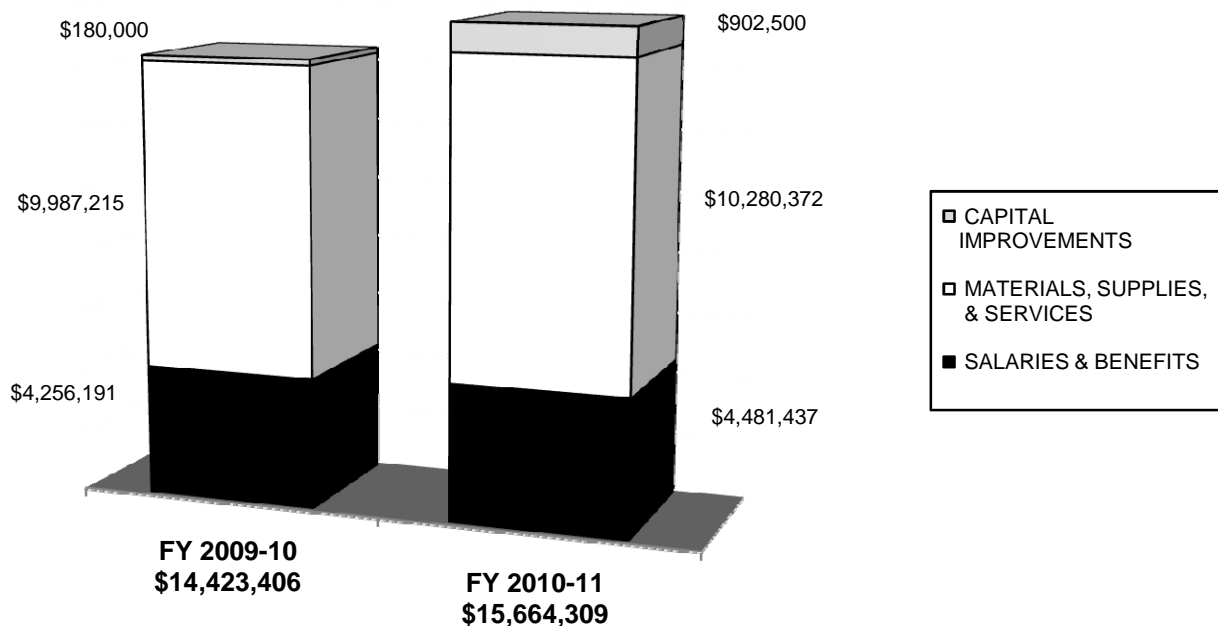
## Fund 498

The Refuse Collection and Disposal Fund consists of three sections: Refuse Collection, Refuse Disposal, which includes Landfill Engineering and Operations, and Recycling. Refuse collection, disposal, and recycling revenues are generated from user fees charged to all residents and commercial/industrial users.

### FUND SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	45.743	47.743	48.593	0.850
Salaries & Benefits	\$ 3,772,321	\$ 4,256,191	\$ 4,481,437	\$ 225,246
Materials, Supplies, Services	9,216,702	9,987,215	10,280,372	293,157
Capital Outlay	527,717			
Capital Improvements	216,952	180,000	902,500	722,500
<b>TOTAL</b>	<b>\$ 13,733,692</b>	<b>\$ 14,423,406</b>	<b>\$ 15,664,309</b>	<b>\$ 1,240,903</b>

## REFUSE COLLECTION & DISPOSAL FUND 498 SUMMARY



# Refuse Collection & Disposal Fund

## Refuse Collection Section

498PW31A

The Refuse Collection section is responsible for servicing all single family residential units, 60% of the multi-family residential units in the City, and 10% of all commercial/industrial customers in the City. Collection and disposal revenues are generated from fees charged to all residents and commercial users. The Refuse Division assists with the implementation of the City's Source Reduction and Recycling Plan (AB 939).

### OBJECTIVES

- Maintain the City's high rate of solid waste diversion through the development and implementation of source reduction, recycling, and greenwaste collection programs.
- Provide excellent customer service while safely removing and delivering refuse, greenwaste, recyclables, and bulky items from customers to appropriate receiving facilities.
- Maintain accurate and retrievable records relating to refuse, greenwaste, and recycling collection.

### CHANGES FROM PRIOR YEAR

The Salaries & Benefits budget includes an increase in funding. 5% of the Public Works Supervisor, 5% of Cement Finisher, 30% of Heavy EQ Operator, 30% of Heavy Truck Driver, 10% of Public Works Journeyman, and 5% of Street Maintenance Leadworker positions' salaries and benefits are being funded from the 498 fund to reflect the amount of time these positions spend working directly for the Refuse Division.

### BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, temporary labor to cover staff shortages, special projects, and public information signs on the sides of the refuse trucks.

The BWP Billing Service account reimburses Burbank Water and Power for billing and collecting revenues from all refuse customers for the Public Works Department.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology). This allocation is calculated based on the annual cost allocation study following Federal Office of Management and Budget guidelines.

### SECTION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	36.743	37.743	38.593	0.850
Salaries & Benefits	\$ 2,819,616	\$ 3,182,686	\$ 3,384,935	\$ 202,249
Materials, Supplies, Services	5,654,648	5,947,011	5,829,339	(117,672)
Capital Improvements	56,855			
<b>TOTAL</b>	<b>\$ 8,531,119</b>	<b>\$ 9,129,697</b>	<b>\$ 9,214,274</b>	<b>\$ 84,577</b>



# Refuse Collection & Disposal Fund

## Refuse Disposal Program

498PW31B

The Refuse Disposal section operates the City's landfill in accordance with federal, state, county, and local regulations and permits. Based on the present rate of disposal, the permitted landfill capacity is designed to last until the year 2053.

### OBJECTIVES

- Maintain safe and adequate landfill operations.
- Compact and cover refuse each day with alternative daily cover (reusable tarps).
- Maintain all records, complete all reports, and comply with permit conditions required by agencies that regulate the landfill.
- Maintain landscaping and irrigation improvements as required by the Conditional Use Permit and the Regional Water Quality Control Board.
- Expand landfill gas collection system in Landfill No. 3 and operate and maintain the landfill gas collection system.
- Provide landfill gas emissions monitoring, testing, analysis, and reporting.
- Provide groundwater and surface water quality monitoring, including sampling, analysis, and reporting.
- Operate the City's greenwaste transfer site at the landfill.

### BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, engineering design and landfill permitting; landfill gas collection system operation, monitoring, and maintenance; groundwater and surface water quality monitoring; landscape and irrigation system maintenance and landscape architectural services; and specialty technician services for groundwater well pump maintenance; methane migration monitoring and alarm system; and an automated truck weighing system. Refer to the Professional Services Agreements (PSA) listing in the Appendix for detailed information.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

### SECTION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	5.000	5.000	5.000	
Salaries & Benefits	\$ 552,826	\$ 556,444	\$ 568,833	\$ 12,389
Materials, Supplies, Services	2,548,735	2,683,014	2,897,907	214,893
Capital Outlay	527,717			
<b>TOTAL</b>	<b>\$ 3,789,375</b>	<b>\$ 3,239,458</b>	<b>\$ 3,466,740</b>	<b>\$ 227,282</b>

# Refuse Collection & Disposal Fund

## Recycling Section

498PW31C

The Recycling section activities include the curbside collection of recyclables for single-family residential, a portion of multi-family residential, and commercial recycling collection. This section also provides public education and outreach on numerous environmental issues; operating several other recycling programs such as oil recycling and composting. The operation to process recyclables at the Recycle Center is conducted by a private contractor and administered by the Street and Sanitation Division, while in-house City staff conducts the public outreach and administers the other recycling programs.

### OBJECTIVES

- Continue the Source Reduction and Recycling Element, as required by the California Integrated Waste Management Act of 1989. Work with the business community to assist them in developing recycling and source reduction plans.
- Continue a comprehensive public awareness program to inform residents about recycling of solid waste and household hazardous waste.
- Operate the Learning Center area with "hands on" exhibits and displays at the Recycle Center. Increase recycling goals to reduce the waste deposited in the landfill by targeting businesses to raise the overall level of business recycling.

### BUDGET HIGHLIGHTS

Private Contractual Services provides for services such as, the private waste collector fee audit per Ordinance No. 3310; office and building equipment maintenance contractors; waste oil, oil filters and anti-freeze removal from the Recycle Center; professional and artistic services; and public awareness campaigns to promote recycling, source reduction workshops, and special education events.

Indirect charges reimburse the General Fund for the cost of administrative and overhead support provided by General Fund Departments (e.g., Public Works, Financial Services, City Attorney, City Treasurer, and Information Technology).

### CHANGES FROM PRIOR YEAR

The Private Contractual Services budget is increased to provide for the Palm Ave Recycling Station operation that is included in the new Five Year Agreement between the City of Burbank and Burbank Recycling, Inc.

### SECTION SUMMARY

	EXPENDITURES 2008-09	BUDGET 2009-10	BUDGET 2010-11	CHANGE FROM PRIOR YEAR
Staff Years	4.000	5.000	5.000	
Salaries & Benefits	\$ 399,879	\$ 517,061	\$ 527,669	\$ 10,608
Materials, Supplies, Services	1,013,319	1,357,190	1,553,126	195,936
Capital Improvements		180,000	902,500	722,500
<b>TOTAL</b>	<b>\$ 1,413,198</b>	<b>\$ 2,054,251</b>	<b>\$ 2,983,295</b>	<b>\$ 929,044</b>

# Refuse Collection & Disposal

## Refuse Collection

498PW31A

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		36.743	37.743	38.593	0.850
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 1,763,793	\$ 1,997,975	\$ 2,129,569	\$ 131,594
60006	Overtime	41,294	39,167	39,167	
60012	Fringe Benefits	1,005,036	1,145,544	1,216,199	70,655
60015	Wellness Program	1,080			
60031	Payroll Adjustment	8,413			
		<b>2,819,616</b>	<b>3,182,686</b>	<b>3,384,935</b>	<b>202,249</b>
MATERIALS, SUPPLIES, SERVICES					
62135	Governmental Services		\$ 2,327	\$ 2,327	
62140	Special Services		14,000	14,000	
62170	Private Contractual Services	257,952	276,511	276,511	
62170.1001	Private Contractual Services	63,905			
62220	Insurance	47,414	53,012	59,591	6,579
62230	BWP Billing Service	769,471	971,125	925,037	(46,088)
62235	Services of Other Dept - Indirect	703,318	795,014	871,158	76,144
62240	Services of Other Dept - Direct	957,234	1,164,615	1,040,686	(123,929)
62300	Special Departmental Supplies	145,093	131,621	131,621	
62310	Office Supplies	1,626	3,000	3,000	
62405	Uniform & Tool Allowance	10,659	16,000	16,000	
62415	Uncollectible Receivables	388			
62435	General Equip Maint & Repair	6	1,530	1,530	
62440	Office Equip Maint & Repair		300	300	
62470	F533 Office Equipment Rental	597	597	597	
62475	F532 Vehicle Equipment Rental	1,451,142	1,496,035	1,537,499	41,464
62485	F535 Comm Equip Rental	103,784	88,723	88,723	
62496	F537 Computer Equip Rental	6,105	8,745	7,658	(1,087)
62700	Memberships & Dues		756	756	
62755	Training	686	5,159	5,159	
63000	Depreciation Expense - Land	54,961	2,473	2,473	
63005	Depreciation Expense - Building	250,669	311,474	201,650	(109,824)
63010	Depreciation Expense - Infr	4,750	4,750	4,750	
63015	Depreciation Expense - Mach	2,073	2,073		(2,073)
63035	Depreciation Expense - Veh	822,815	597,171	638,313	41,142
		<b>5,654,648</b>	<b>5,947,011</b>	<b>5,829,339</b>	<b>(117,672)</b>
CAPITAL IMPROVEMENTS					
15022.15718	Buildings - Work In Progress	\$ 56,855			
		<b>56,855</b>			
<b>PROGRAM TOTAL</b>		<b>\$ 8,531,119</b>	<b>\$ 9,129,697</b>	<b>\$ 9,214,274</b>	<b>\$ 84,577</b>

# Refuse Collection & Disposal

## Refuse Disposal

498PW31B

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		5.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 352,930	\$ 352,882	\$ 361,208	\$ 8,326
60006	Overtime	18,715	19,977	19,977	
60012	Fringe Benefits	171,310	183,585	187,648	4,063
60031	Payroll Adjustment	9,871			
		<b>552,826</b>	<b>556,444</b>	<b>568,833</b>	<b>12,389</b>
MATERIALS, SUPPLIES, SERVICES					
62000	Utilities	\$ 93,223	\$ 85,000	\$ 85,000	
62135	Governmental Services	104,256	125,000	125,000	
62140	Special Services		3,000	3,000	
62170	Private Contractual Services	531,671	700,000	770,000	70,000
62225	Custodial Services	374			
62235	Services of Other Dept - Indirect	99,409	139,500	164,633	25,133
62300	Special Departmental Supplies	9,107	15,000	15,000	
62310	Office Supplies	2			
62405	Uniform & Tool Allowance	1,767	2,000	2,000	
62430	Auto Equip Maint & Repair	70			
62475	F532 Vehicle Equipment Rental	485,007	493,692	512,500	18,808
62485	F535 Comm Equip Rental	34	34		(34)
62496	F537 Computer Equip Rental	1,140	1,239	1,010	(229)
62700	Memberships & Dues	141	800	800	
62710	Travel		2,000	2,000	
62755	Training	395	3,000	3,000	
62820	Bond Interest & Redemption	490,303	499,043	499,043	
62825	Bond Issuance Costs	44,920	44,920	44,920	
62830	Bank Service Charges	2,500	3,600	3,600	
62920	Trust Fund Set Aside	542,702	425,000	425,000	
63000	Depreciation Expense - Land	136,543	136,544	106,201	(30,343)
63035	Depreciation Expense - Veh	5,171	3,642	135,200	131,558
		<b>2,548,735</b>	<b>2,683,014</b>	<b>2,897,907</b>	<b>214,893</b>
CAPITAL OUTLAY					
15101	Vehicles - Clearing	\$ 527,717			
		<b>527,717</b>			
CAPITAL IMPROVEMENTS					
15032.16781	Seismic Retrofit Refuse Locker	\$ 160,097			
		<b>160,097</b>			
<b>PROGRAM TOTAL</b>		<b>\$ 3,789,375</b>	<b>\$ 3,239,458</b>	<b>\$ 3,466,740</b>	<b>\$ 227,282</b>

# Refuse Collection & Disposal

## Recycling

### 498PW31C

		EXPENDITURES	BUDGET	BUDGET	CHANGE FROM
		FY 2008-09	FY 2009-10	FY 2010-11	PRIOR YEAR
STAFF YEARS		4.000	5.000	5.000	
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 274,151	\$ 356,727	\$ 367,727	\$ 11,000
60006	Overtime	2,184	4,000	4,000	
60012	Fringe Benefits	119,924	156,334	155,942	(392)
60031	Payroll Adjustment	3,620			
		<b>399,879</b>	<b>517,061</b>	<b>527,669</b>	<b>10,608</b>
MATERIALS, SUPPLIES, SERVICES					
62170	Private Contractual Services	\$ 742,039	\$ 970,000	\$ 1,090,000	\$ 120,000
62170.17203	Fld Services- City/County Grant	700			
62170.17391	Used Oil Recycling Grant	2,908			
62170.17534	Oil Block Grant 13th Cycle	12,200			
62170.17535	Dept. Conserv., City/Co. Grant	4,992			
62170.18408	Pop Up Repairs	11,859	20,000	20,000	
62170.19011	Oil Block Grant 15th Cycle		27,000		(27,000)
62170.19620	Oil Block Grant 16th Cycle			15,000	15,000
62170.19012	Dept. Conserv., City/Co. Grant		28,000		(28,000)
62235	Services of Other Dept - Indirect	156,746	185,798	306,324	120,526
62300	Special Departmental Supplies	40,410	55,800	55,800	
62310	Office Supplies	6,062	26,300	26,300	
62405	Uniform & Tool Allowance	388	500	500	
62420	Books & Periodicals	200	600	600	
62440	Office Equip Maint & Repair		350	800	450
62475	F532 Vehicle Equipment Rental	3,880	4,987		(4,987)
62485	F535 Comm Equip Rental	10,946	10,024	10,024	
62496	F537 Computer Equip Rental	5,369	4,916	4,189	(727)
62700	Memberships & Dues	2,900	6,500	6,500	
62710	Travel	1,775	2,160	2,160	
62755	Training		2,000	2,000	
62895	Miscellaneous	5,909	8,500	8,050	(450)
63005	Depreciation	1,699	1,699	1,699	
63015	Depreciation Expense - Mach	281		1,124	1,124
63035	Depreciation Expense - Vehi	2,056	2,056	2,056	
		<b>1,013,319</b>	<b>1,357,190</b>	<b>1,553,126</b>	<b>195,936</b>
CAPITAL IMPROVEMENTS					
15022.16677	Rpl Recycle Cntr Roll Up Doors			\$ 22,500	\$ 22,500
15022.16678	Rpl Recycle Cntr Concrete Pad		75,000		(75,000)
15022.16679	Recycle Cntr Warehouse Ventil.			400,000	400,000
15022.16681	Recycle Cntr Bldg Wash/Paint		80,000		(80,000)
15022.16682	Recycle Cntr Sheet Metal Soffit			80,000	80,000
15022.18425	Recycle Cntr Admin Bldg HVAC		25,000		(25,000)
15022.19618	Recycle Cntr Warehouse Roof			400,000	400,000
			<b>180,000</b>	<b>902,500</b>	<b>722,500</b>
<b>PROGRAM TOTAL</b>		<b>\$ 1,413,198</b>	<b>\$ 2,054,251</b>	<b>\$ 2,983,295</b>	<b>\$ 929,044</b>

# REFUSE COLLECTION & DISPOSAL

## AUTHORIZED POSITIONS

CLASSIFICATION TITLES Full Time	STAFF YEARS 2008-09	STAFF YEARS 2009-10	STAFF YEARS 2010-11	CHANGE FROM PRIOR YEAR
RECYCLING COORDINATR	1.000	1.000	1.000	
LANDFILL SUPERVISOR	1.000	1.000	1.000	
SOLID WASTE SUPV	1.000	1.000	2.000	1.000
SOLID WASTE LEADWORKER	1.000	1.000	1.000	
RECYCLING SPECIALIST	1.000	1.000	1.000	
SR ADMINISTRATIVE ANALYST		1.000	1.000	
LANDFILL LEADWORKER	1.000	1.000	1.000	
HEAVY EQUIPMENT OPR	2.000	2.000	2.000	
SOLID WASTE UTILITY WORKER	2.000	2.000	2.000	
SOLID WASTE TRUCK OP	24.000	24.000	24.000	
SR CLERK	2.000	3.000	3.000	
SR SECRETARY	1.000	1.000	1.000	
INTERMEDIATE CLERK	2.000	2.000	2.000	
UTILITY WORKER	3.000	3.000	3.000	
<b>TOTAL FULL TIME</b>	<b>42.000</b>	<b>44.000</b>	<b>45.000</b>	<b>1.000</b>
Part Time	*	*	*	
SOLID WASTE TRUCK OP	1.743 (7)	1.743 (7)	1.743 (7)	
WORK TRAINEE I	0.500 (1)	0.500 (1)	0.500 (1)	
SKILLED WORKER	0.500 (1)	0.500 (1)	0.500 (1)	
PW SUPERVISOR			0.050	0.050
CEMENT FINISHER			0.050	0.050
STREET MAINT LEADWORKER			0.050	0.050
HEAVY EQUIPMENT DRIVER			0.300	0.300
PW JOURNEYMAN			0.100	0.100
HEAVY EQUIPMENT OPR			0.300	0.300
<b>TOTAL PART TIME</b>	<b>2.743 (9)</b>	<b>2.743 (9)</b>	<b>3.593 (9)</b>	<b>0.850</b>
	*	*	*	
<b>TOTAL STAFF YEARS</b>	<b>44.743 (51)</b>	<b>46.743 (53)</b>	<b>48.593 (54)</b>	<b>1.850</b>

\* INDICATES THE NUMBER OF PERSONNEL CORRESPONDING TO THE GIVEN NUMBER OF STAFF YEARS

NOTE: Skilled Worker position is a full-time position split equally between Funds 498 and 532.